



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS COMMAND  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

12400

G-1

OCT 11 2012

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 8-12

From: Deputy Commander, Marine Corps Installations Command (MCICOM)  
To: Distribution List

Subj: CIVILIAN PERFORMANCE MANAGEMENT GUIDANCE

Ref: (a) D/C M&RA Letter of Instruction for Implementing DON Interim Performance Management System of 16 September 2010  
(b) DON Interim Performance Management System Covering Positions Transitioning from NSPS to GS - Updated 13 September 2010  
(c) DoD 1400.25-M, Subchapter 1940, Performance Management  
(d) MCO 12430.2

Encl: (1) Civilian Performance Management Guide

1. Situation. Annual performance appraisals are required to establish a rating of record for each civilian employee. The immediate supervisor is responsible for developing a performance plan for each employee. The performance plan includes critical elements and performance standards related to the duties and responsibilities of the employee's position. These critical elements and standards provide the means by which the supervisor can appraise the employee's performance. Performance ratings are important because they affect many personnel decisions including eligibility for awards, promotions, pay increases and retention during a reduction-in-force. For employees unable to meet work requirements, performance ratings can serve as a basis for reassignment, demotion, or removal from Federal service.

2. Mission. To provide policy and procedural guidance regarding civilian performance management in accordance with references (a) through (d), in order to maximize the potential of our civilian labor workforce.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The effective management, mentorship, and training of our civilian employees is paramount to the Command's ability to achieve its mission. As such, I charge all supervisors to ensure the fair and accurate provision of performance reviews for their employees.

Subj: CIVILIAN PERFORMANCE MANAGEMENT GUIDANCE

(2) Concept of Operations

(a) Performance management will involve employees in improving organizational effectiveness and in assessing individual employee team effectiveness and performance.

(b) It will require the involvement of employees in program development and implementation.

(c) Performance management programs and employee work plans will be designed to integrate management processes that:

1. Communicate and clarify both mission and organizational goals and objectives.

2. Identify employee, team and managerial accountability for the accomplishment of goals and objectives.

3. Use appropriate measures to recognize and reward employees and use the results of performance appraisal as a basis for appropriate personnel actions.

4. Encourage employees to take responsibility for continuous improvement, support team endeavors, develop professionally and perform at their full potential.

(d) Performance Plans for the new appraisal period should be established no later than 30 October of subsequent years.

(e) Complete mid-year performance reviews for the current appraisal period no later than 31 March of each year.

(f) Complete final performance appraisals for the current appraisal period no later than 30 September of each year.

4. Administration and Logistics

a. Determinations concerning awards or Quality Step Increases are not grievable. Refer to Chapter 14 of enclosure (1) for grievance and appeal guidance on issues related to the performance/rating process.

b. Final performance appraisal form and performance plan will be maintained for a period of three years by each supervisor. Supporting documents will be maintained for one year after date of rating. Further guidance may be found in SECNAV M5210.1, Records Management Manual.

Subj: CIVILIAN PERFORMANCE MANAGEMENT GUIDANCE

5. Command and Signal

a. Command. This policy is applicable to all Marine Corps Installations Command Headquarters civilian employees and their supervisors.

b. Signal. This policy is effective the date signed and will remain in effect until superseded or cancelled.

A handwritten signature in dark ink, appearing to read "DR Clifton". The signature is written in a cursive, flowing style.

DAVID R. CLIFTON

DISTRIBUTION: A